

## **SECTION 4**

### **INPUT/OUTPUT DESCRIPTIONS**

The input/output descriptions further detail each of the inputs/outputs presented in the Process Map and Process Composition. For each input/output, a description is provided, along with examples of forms and reports (both paper and electronic). Both the related processes and external interfaces are provided for each input/output. The descriptions are followed by a matrix which associates each input/output to roles.

**INPUT/OUTPUT SUMMARY**

Acceptance .....	4-5
Acceptance request.....	4-6
Accounting citation.....	4-7
Accounting corrections .....	4-8
Accounting data.....	4-9
Agreement .....	4-10
Approved financing payment request .....	4-11
Approved public voucher .....	4-12
Audit report.....	4-13
Audit report -proposal .....	4-14
Audit request - proposal .....	4-15
Authorization for direct billing .....	4-16
Award .....	4-17
Budget authority.....	4-18
Capabilities .....	4-19
Check.....	4-20
Clarifications .....	4-21
Closed accounting files .....	4-22
Closed contract administration files.....	4-23
Closed contract audit files.....	4-24
Closed contract file .....	4-25
Closed financial files .....	4-26
Closed payment files .....	4-27
Closed program management files.....	4-28
Commercial invoice .....	4-29
Commitment acknowledgment .....	4-30
Contract administration advice.....	4-31
Contractor past performance.....	4-32
Contractor- proposed minor modification .....	4-33
Contractor systems status .....	4-34
Demand letter .....	4-35

Direct public voucher.....	4-36
Disbursing office voucher .....	4-37
Draft procurement package.....	4-38
EFT instructions .....	4-39
Field pricing report .....	4-40
Financial corrections .....	4-41
Financial data.....	4-42
Financing payment request .....	4-43
Financing payment request requiring approval.....	4-44
Funds certification .....	4-45
Identification of withholds .....	4-46
Industry publications and inputs .....	4-47
Minor modification requirement .....	4-48
Modification requirement .....	4-49
Need for clarification .....	4-50
Notice of financial reconciliation .....	4-51
Notifications .....	4-52
Payment advice.....	4-53
Payment and remittance advice .....	4-54
Performance .....	4-55
Performance report card .....	4-56
Pre-award survey.....	4-57
Prevalidation request .....	4-58
Prevalidation response .....	4-59
Procurement package.....	4-60
Procurement plan.....	4-61
Progress pay master.....	4-62
Project directive.....	4-63
Public voucher .....	4-64
Receipt .....	4-65
Request for funds reservation.....	4-66
Request for pre-award survey .....	4-67

Requirement .....	4-68
Requirement description .....	4-69
Solicitation .....	4-70
Source selection plan .....	4-71
Specifications .....	4-72
Status of funds.....	4-73
Vendor response.....	4-74

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**Acceptance**

Provides information about the act of an authorized government representative assuming ownership of supplies tendered or approving specific services rendered

***Examples***

DD250

DD1155

SF1449

Letter of transmittal

Unstructured text - Certified invoice, Certificate of acceptance, Evidence of shipment

PKP

PKN

***Related process(es) or external interfaces***

Output from 4.1, Monitor procurement instrument performance

To awardee

Input to 5.2, Update funds status

Input to 5.3, Pay vendor

Input to 4.3, Close out procurement instrument

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**Acceptance request**

Provides information about an awardee's submission to obtain the government's assumption of ownership of supplies tendered or approval of specific services rendered

***Examples***

DD250

Letter of transmittal

SF1449

Unstructured text

DD1155

***Related process(es) or external interfaces***

Input to 4.1, Monitor procurement instrument performance

From awardee

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**Accounting citation**

Provides information about funds and the related financial management structure for acquiring specific goods and services

***Examples***

Long lines of account  
BACC Crosswalk

Financial data addendum sheets

***Related process(es) or external interfaces***

Output from 5.1, Establish lines of account

Input to 1.3, Provide funding

Input to 5.2, Update funds status

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**Accounting corrections**

Provides information about adjustments required to resolve discrepancies in the accounting system; a formal request to responsible system owners

***Examples***

SF1081

Awards not recorded in accounting system

Accounting citation

Imbalances between the payment system and accounting system

Award(s) (SF26, SF30, SF33, SF1449, SF1442, DD1155, DD1654, DD1367, DD350, EDI 850, EDI 860)

Disbursement voucher

SF-1017G

Systems input transactions

***Related process(es) or external interfaces***

Output from 5.4, Reconcile contract funds

Input to 5.2, Update funds status

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**Accounting data**

Provides information about award, acceptance, and expenditure information in the official records

***Examples***

Award amount as adjusted by modification	Expended amount
Accounts payable for unpaid acceptances	Undelivered order balance
Unrecouped progress payments	

***Related process(es) or external interfaces***

Output from 5.2, Update funds status	Input to 5.4, Review contract funds
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**Agreement**

Provides information about the proposed award document prior to execution; it reflects the understanding between the parties relative to satisfaction of the business need

***Examples***

DD1155

SF26

SF1449

SF33

SF30

Automated forms in systems—SPS, APADE, ITIMP, DPACS, PADDS, BCAS, MADES, AFMC suite, BOSS

***Related process(es) or external interfaces***

Output from 3.3, Evaluate responses

Input to 3.4, Execute procurement instrument

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**Approved financing payment request**

Provides information about an approved/authorized request to receive remuneration prior to delivery in accordance with contract terms

***Examples***

SF1443 (with blocks 27 and 28 completed)      Performance-based payment request signed  
EDI 810P released by ACO                      by ACO (Non standard)

***Related process(es) or external interfaces***

Output from 4.2, Approve payment              Input to 5.3, Pay vendor

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**Approved public voucher**

Provides information about the authorized  
awardee's request for the remuneration of  
costs incurred

***Examples***

SF1034

SF1035

***Related process(es) or external interfaces***

Output from 4.2, Approve payment

From awardee

To awardee

Input to 5.3, Pay vendor

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**Audit report**

Provides information regarding the awardee's internal controls structure (e.g., awardee's accounting and management systems that are used to propose, charge, or bill significant costs to government contracts) and the awardee's compliance with the 19 cost accounting standards issued by the Cost Accounting Standards Board (an agency of Congress established under Public Law 91-375).

***Examples***

Structured text - Environment and overall accounting controls, General EDP system, Budget and planning system, Purchasing system, Material system, Compensation system, Labor system, Indirect and ODC system, Billing system, Estimating system

Structured text from:

- Form CASB DS-1 – “Cost Accounting Standards Board Disclosure Statement Required by Public Law 100-679”
- Form CASB DS-2 – “Cost Accounting Standards Board Disclosure Statement Required by Public Law 100-679 Educational Institutions”

***Related process(es) or external interfaces***

From DCAA

Input to 4.1, Monitor procurement instrument performance

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**Audit report -proposal**

Provides information about a PCO/ACO request for an audit of vendor books and records used as the basis of cost and profit data submitted in support of price proposals submitted by vendors in connection with the award, administration, modification, or repricing of government contracts.

These audits apply to vendor estimates submitted in connection with negotiation of the following:

1. Prices of firm-fixed price contracts
2. Initial and adjusted prices of redeterminable fixed-price contracts
3. Initial and successive target costs of incentive fixed-price and incentive cost-reimbursement contracts
4. Estimated costs of cost-plus-fixed-fee contracts
5. Prices of spare parts
6. Contract change proposals
7. Rates for time and material and technical services contracts
8. Claims for price adjustments due to abnormal events
9. Economic price adjustments
10. Price adjustments pursuant to Cost Accounting Standards clauses
11. Advance agreements on forward pricing factors such as indirect cost rates, labor hour rates, material handling rates, and other elements of pricing formulas to be used repetitively

***Examples***

Structured text

EDI 805 (possible to revamp)

Structured spreadsheets

EDI 251 (possible to revamp)

***Related process(es) or external interfaces***

From DCAA

Input to 3.3, Evaluate responses

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**Audit request - proposal**

Provides information about the context of the audit to be performed on a proposal

***Examples***

Letter - unstructured text

E-mail

***Related process(es) or external interfaces***

Output from 3.3, Evaluate responses

To DCAA

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**Authorization for direct billing**

Provides information about those awardees who are authorized by DCAA to submit interim vouchers directly to the DFAS paying office

***Examples***

SF 1034 – “Public voucher for purchases and services other than personal”

ProForma letter from DCAA to vendor

SF 1035 – “Public voucher for purchases and services other than personal continuation sheet”

***Related process(es) or external interfaces***

From DCAA

Input to 5.3, Pay vendor

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**Award**

Provides information about the rights and responsibilities of both the awardee and the government under the executed agreement

***Examples***

SF26

EDI 850 transaction

SF30

EDI 860 transaction

SF33

Sections B, G, I

SF1449

Sections C-J (includes SOW, DD1423)

SF 1442

1000 pages of unstructured text

DD1155

DD1654

DD1367

DD350

***Related process(es) or external interfaces***

Output from 3.4, Execute procurement instrument

Input to 4.1, Monitor procurement instrument performance

To awardee or other interested parties

Input to 4.3, Close out procurement instrument

Input to 5.2, Update funds status

Input to 5.3, Pay vendor

Input to 5.4, Reconcile contract funds

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**Budget authority**

Provides information about the authority to use the appropriation becoming available during the year to enter into obligations that result in immediate or future outlays of government funds

***Examples***

Authorization (prerequisite for budget authority)

Funding authorization document

Data from systems ---PPBS, Budget formulation, Budget execution

(see DoD Financial Management Regulation Volume 2a Chapter 1)

DFAS form 1323 (Allotment document)

Defense wide working capital fund document

Financial accounting data sheet (Navy)

Working capital fund program authority document

***Related process(es) or external interfaces***

From service comptroller

Input to 5.1, Establish lines of account

Input to 5.2, Update funds status

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**Capabilities**

Provides information about the ability of industry to meet the requirement

***Examples***

Manufacturing techniques

Performance limitations

Commercial products

Availability of sources

***Related process(es) or external interfaces***

Output from 2.1, Conduct industry research

Input to 2.2, Develop procurement plan

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**Check**

Provides information about the accounting classification that should be cited for the collection of funds

***Examples***

Check payable in U.S. currency to the U.S. Treasury

DD1131 (cash collection voucher prepared by the disbursing office upon receipt of check)

***Related process(es) or external interfaces***

From awardee

Input to 5.3, Pay vendor

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**Clarifications**

Provides information in response to a clarification request

***Examples***

Letter - unstructured text

Revisions to vendor response

***Related process(es) or external interfaces***

Output from 3.2, Communicate with industry

Input to 3.3, Evaluate responses

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**Closed accounting files**

Provides information about a close out of an award obligation record and supporting information from the official records

***Examples***

Printout or data storage of obligation record

File of paid vouchers if received

Printout or data storage of transaction history for the award obligation

***Related process(es) or external interfaces***

Output from 4.3, Close out procurement instrument

To archives

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**Closed contract administration files**

Provides information about legal records and documents from the CAO related to the retired procurement instrument which are retained against the possibility of legal action

***Examples***

Procurement instrument and modifications	FAR 4.805
DD1597	DD1593
SF33	DD1594

***Related process(es) or external interfaces***

Output from 4.3, Close out procurement instrument  
To archives

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**Closed contract audit files**

Provides information about audits performed in relation to a retired procurement instrument which are retained against the possibility of legal action

***Examples***

Audit reports - structured text with spreadsheets

Work papers and supporting documents - all unstructured texts or spreadsheets

***Related process(es) or external interfaces***

Output from 4.3, Close out procurement instrument  
To archives

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**Closed contract file**

Provides information about legal records and documents related to the retired procurement instrument which are retained against the possibility of legal action

***Examples***

Contract/contract modifications (SF26, SF30, SF33, SF1449, SF1442, DD1155, DD1654, DD1367, DD350, EDI 850, EDI 860)

Records relating to protests, claims  
May be paper, electronic, microfilm, etc.  
(see FAR 4.805)

***Related process(es) or external interfaces***

Output from 4.3, Close out procurement instrument  
To archives

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**Closed financial files**

Provides information about documentation that is available for researching claims against the government, reconciliation matters, or awardee inquiries (stored for 6 years and 3 months)

***Examples***

Award/modifications (SF26, SF30, SF33, SF1449, SF1442, DD1155, DD1654, DD1367, DD350, EDI 850, EDI 860)  
Disbursement vouchers  
Other related material

Receipt/acceptance  
Invoice(s)  
Correspondence

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**Closed payment files**

Provides information about payments made by the government in relation to a retired procurement instrument which are retained against the possibility of legal action

***Examples***

UYCJ03 - NLA closing action status  
notice request listing

MNFR450A - history of all transactions

SF1081 - voucher and schedule of  
withdrawal and credit

SF1017G - journal voucher

UNMD040D - contract abstract report

DFAS Form 507 - J code invoice action form

DLA Form 1797 - request for  
action/information

DD11331 - cash collection voucher for  
reimbursable or collections

***Related process(es) or external interfaces***

Output from 4.3, Close out procurement  
instrument

To archives

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**Closed program management files**

Provides information about program management activities related to a retired procurement instrument which are retained against the possibility of legal action

***Examples***

Numerous textual files - program directives, acquisition planning documents including baselines, program management plans, cost reporting documents and variance analyses, correspondence files, customer requirements documents, security and threat documents, and financial management files including funding requests and supporting information

***Related process(es) or external interfaces***

Output from 4.3, Close out procurement instrument  
To archives

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**Commercial invoice**

Provides information about a claim from an individual or organization for DoD to pay an amount due

***Examples***

DoD 250

Awardee's invoice

Invoice copy

EDI 810

***Related process(es) or external interfaces***

From awardee

Input to 5.3, Pay vendor

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**Commitment acknowledgment**

Provides information about confirmation that sufficient funds (budget authority) exist to authorize fund certification

***Examples***

Annotation on documents from request for funds reservation

Unsigned FAD sheet (Navy)

Screen display/print of funding PR in accounting system (from systems—MFCS, NIFMS, IFAS, STARS, UDAPS E&F, DWAS, BOSS, DBMS, DFAMS, DISMS, SAMMS, FAS, CPAS, FIABS, GAFS, MISIL, SMAS, CCSS, SAPAS, SIFS, SOMARDS, STANFINS, STARFIARS, STARFIARS-MOD, DbCAS, SABRS)

***Related process(es) or external interfaces***

Output from 5.2, Update funds status

Input to 1.3, Provide funding

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**Contract administration advice**

Provides information about ways to more efficiently structure the contract

***Examples***

Unstructured text

Conversation

***Related process(es) or external interfaces***

From Contract Administration Office

Input to 3.1, Issue solicitation

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**Contractor past performance**

Provides information about a vendor's adherence to requirements on prior contracts

***Examples***

Data from systems—CPARS, PPIMS,  
PEPREP, DISA-PPIT, HCAPS, ABVM  
Contractor data  
Performance assessments

Contract data  
Performance data—delivery, quality  
Formatted text

***Related process(es) or external interfaces***

From customers  
Input to 3.3, Evaluate responses

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**Contractor-proposed minor modification**

Provides information about changes to the award initiated by the awardee that do not impact the requirement or definition

***Examples***

SF30	Proposal
EDI 860	Definitization proposal
EDI 865	SF1412 (or new number)
Quotations	SF26
Offers	SF18
Counter-offers	SF33
Bid	SF1449
Letter quote/offer	EDI 843 transaction
Cost/pricing data in supplier peculiar formats/spreadsheets	EDI 805
	EDI 251
May include SF1411 contract pricing proposal cover sheet	SF1447
	SF1448
DD1685	
DD1692	

***Related process(es) or external interfaces***

Output from 4.1, Monitor procurement instrument performance	Input to 3.3, Evaluate responses
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**Contractor systems status**

Provides information about vendors' systems for proposing, estimating, billing, and booking costs

***Examples***

System status

Contractor proposal report

Phone call

Unstructured text

***Related process(es) or external interfaces***

From Contracting Office

Input to 3.3, Evaluate responses

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**Demand letter**

Provides information about an awardee's indebtedness to the U.S. government and informs the awardee of the payment due date

***Examples***

Letter to contractor prepared on office letterhead (includes amount contractor owes to government, payment due date, interest rate charged if payment is not received within thirty days, and voucher numbers that are overpaid)

***Related process(es) or external interfaces***

Output from 5.3, Pay vendor  
To awardee

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**Direct public voucher**

Provides information about the awardee's request for remuneration for costs incurred by an awardee that are submitted in accordance with direct billing authorization

***Examples***

SF 1034 – “Public voucher for purchases and services other than personal”

EDI 810V

SF 1035 – “Public voucher for purchases and services other than personal continuation sheet”

***Related process(es) or external interfaces***

From awardee

Input to 5.3, Pay vendor

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**Disbursing office voucher**

Provides information about the payment made by the government

***Examples***

SF1080

DLA Form 477

SF1081

DLA Form 1675

SF1034

CPN (contract payment notice sent from

FRS financial report

Payment Office to Accounting Office)

***Related process(es) or external interfaces***

Output from 5.3, Pay vendor

Input to 5.2, Update funds status

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**Draft procurement package**

Provides information about what the awardee will be tasked to do in addition to proposed schedules for performance of tasks

***Examples***

Text - Sections B-H and J of the Uniform Contract Format

Inspect and accept criteria

DD1423 (data requirement)

Packaging and marking

Applicable DIDs

Shipping addresses

EDI 840

Security information

FAR 14

FAR 15

***Related process(es) or external interfaces***

Output from 1.2, Identify special requirements

Input to 1.3, Provide funding

Input to 2.2, Develop procurement plan

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**EFT instructions**

Provides information about an awardee's bank account and electronic routing address needed by the disbursing system to electronically transmit a payment

***Examples***

SF1199

Data feed received from CCR

EZ

***Related process(es) or external interfaces***

From awardee

Input to 5.3, Pay vendor

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**Field pricing report**

Provides information about the offerers' proposed costs and technical and financial ability to perform the contract

***Examples***

Report of financial capability

Field pricing report

Structured text spreadsheets (may incorporate an audit report in its entirety)

Pre-award survey forms 1404-1408

***Related process(es) or external interfaces***

From Contracting Office

Input to 3.3, Evaluate responses

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**Financial corrections**

Provides information about adjustments required to resolve discrepancies in the financial system; a formal request to responsible system owners to process adjustments

***Examples***

SF1081 (letter requesting adjustment to appropriate system)

Audit summary

Award forms/contract modifications (SF26, SF30, SF33, SF1449, SF1442, DD1155, DD1654, DD1367, DD350, EDI 850, EDI 860)

***Related process(es) or external interfaces***

Output from 5.4, Reconcile contract funds      Input to 5.3, Pay vendor

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**Financial data**

Provides information about pay entitlements, payments, and substantiating documentation for a specific contract paid by the Payment Office

***Examples***

Awards and modifications (SF26, SF30, SF33, SF1449, SF1442, DD1155, DD1654, DD1367, DD350, EDI 850, EDI 860)  
Accruals  
Invoice 810 - 810 Commercial, 810 Public Voucher, 810 Progress Pay

Approved payments  
Pre-validation response  
EFT instructions  
Withholds  
Acceptance (DD250, SF1449, DD1155)  
Payment request  
Disbursing Office Voucher (DOV)

***Related process(es) or external interfaces***

Output from 5.3, Pay vendor

Input to 5.4, Reconcile contract funds

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**Financing payment request**

Provides information about a request provided by the awardee to obtain remuneration prior to delivery, in accordance with contract terms, where discrete contracting officer authorization is not required

***Examples***

Progress payment request

SF1443 (contractor request for progress payment)  
EDI 810P

***Related process(es) or external interfaces***

From awardee  
Input to 5.3, Pay vendor

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**Financing payment request requiring approval**

Provides information about a request to receive remuneration prior to delivery in accordance with contract terms requiring specific contracting office authorization (provided by the awardee to the Contract Administration Office)

***Examples***

Unstructured text -- Performance based payment request, Commercial item financing request, Advance payment request

SF1443  
EDI 810P

***Related process(es) or external interfaces***

From awardee  
Input to 4.2, Approve payment

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**Funds certification**

Provides information verifying the availability of funds for the effort required

***Examples***

Signed FAD sheet

PR (with fund cite)

Planning PR

Online referral (email message)

Online verification in SPS or service system (electronic document)

Signed forms from commitment

Obligation/request for funds reservation

Automated trigger (ICP)

Navy FAD sheet

Air Force AFMC Form 36

***Related process(es) or external interfaces***

Output from 1.3, Provide funding

Input to 3.1, Issue solicitation

Input to 3.4, Execute procurement instrument

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**Identification of withholds**

Provides information about contracting officer and contract administration officer adjustments of payment relative to a variety of contract provisions

***Examples***

Technical data withhold

Withhold pending corrective action for non-conforming products

Withhold for failure to comply with MMAS requirements

Unstructured text

***Related process(es) or external interfaces***

Output from 4.1, Monitor procurement instrument performance

Input to 4.2, Approve payment

Input to 5.3, Pay vendor

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**Industry publications and inputs**

Provides information about industry products and services which may meet the business requirement

***Examples***

Catalogs

Brochures

Publications

Specifications

***Related process(es) or external interfaces***

From Industry

Input to 2.1, Conduct industry research

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**Minor modification requirement**

Provides information about changes to the award that do not impact the requirement or definition

***Examples***

SF30 (modification of requirement –  
output of process)

EDI 860  
DD1716 or letter

***Related process(es) or external interfaces***

Output from 4.1, Monitor procurement  
instrument performance

Input to 3.1, Issue solicitation

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**Modification requirement**

Provides information about a requested revision to the existing description and terms and conditions of the award

***Examples***

Engineering Change Proposal (ECP)  
Deviation and waiver request  
Text  
Letter

Contract change proposals (e.g., delivery schedule, funding adjustment, GFE change, and warranty provisions)  
DD1692

***Related process(es) or external interfaces***

Output from 4.1, Monitor procurement instrument performance

Input to 1.1, Describe requirement  
Input to 1.3, Provide funding

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**Need for clarification**

Provides information about questions or issues regarding vendors' responses

***Examples***

Letter - unstructured text

Form built ad-hoc

E-mail

***Related process(es) or external interfaces***

Output from 3.3, Evaluate responses

Input to 3.2, Communicate with industry

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**Notice of financial reconciliation**

Provides information about the results of the review (including identified discrepancies and actions taken to resolve them in the accounting and payment systems)

***Examples***

Accounting summary (in spreadsheet format; usually produced by the financial audit)

SF1081 (as suggested by worksheets and adjustments)

***Related process(es) or external interfaces***

Output from 5.4, Reconcile contract funds

Input to 4.3, Close out procurement instrument

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**Notifications**

Provides award information (e.g., successful offerer, price, quantity, delivery information, and vendor size) to industry

*Examples*

Small business size standard notice

Notice of award

Notice to the unsuccessful offerer

EDI 836 transaction (procurement notice)

Unstructured text

Debriefing

Extracts from award document

Oral communication

***Related process(es) or external interfaces***

Output from 3.4, Execute procurement instrument

To offerers

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**Payment advice**

Provides information about contract financing methods to preclude contract payment problems

***Examples***

Unstructured text

Oral input

***Related process(es) or external interfaces***

From Payment Office

Input to 3.1, Issue solicitation

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**Payment and remittance advice**

Provides payment and information about monies paid and the associated invoices

***Examples***

NACHA (EFT transmission through FED  
– CTX, CCD+)

Paid voucher

Government check

Payment notice

Remittance advice

820RA

ACH file record

***Related process(es) or external interfaces***

Output from 5.3, Pay vendor

To awardee

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**Performance**

Provides information about an awardee's progress in providing goods and/or services that meet the terms and conditions of the contract

***Examples***

Unstructured text - documentation specifying whether or not contractor meets the contract requirements

Cost performance report

DD250 (Material receiving and inspection report)

Cost schedule systems report

DD1586

DD375 (Revised delivery forecast)

Suggested contractor modifications (e.g. ECPs, Requests for deviation, Requests for waiver, Reports of deficiency, and Product quality deficiency reports)

***Related process(es) or external interfaces***

From awardee

Input to 4.1, Monitor procurement instrument performance

Input to 4.3, Close out procurement instrument

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**Performance report card**

Provides information (in the form of ratings and narrative) about an awardee's success or failure in meeting contract requirements

***Examples***

CPARS

DISA-PPIT

PPIMS (See 11/20/97 policy memo)

HCAPS

***Related process(es) or external interfaces***

Output from 4.1, Monitor procurement  
instrument performance

To awardee

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**Pre-award survey**

Provides information about a potential awardee's technical delivery, financial capabilities, and past performance

***Examples***

SF 1403-1408 Forms (formal request AND formal response forms)

Informal request from the Contracting Office

***Related process(es) or external interfaces***

From Contract Administration Office

Input to 3.4, Execute procurement instrument

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**Prevalidation request**

Provides information to the Accounting Office to validate the obligation status in order to obtain approval to disburse funds

***Examples***

DFAS sequential 7 transaction

***Related process(es) or external interfaces***

Output from 5.3, Pay vendor

Input to 5.2, Update funds status

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**Prevalidation response**Provides information to the Payment Office  
as to the status of available funds***Examples***Approval from the Accounting Office to  
make payment

DFAS sequential 7 transaction

DFAS sequential 8 transaction

Disapproval from the Accounting Office to  
disburse funds (includes reasons for  
disapproval)***Related process(es) or external interfaces***

Output from 5.2, Update funds status

Input to 5.3, Pay vendor

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**Procurement package**

Provides information about any required revisions to descriptions of goods and services required as a result of developing the procurement plan

***Examples***

Text (one page to many pages) - full PR revision, amendments to PR

DD1423 (form flow document)

Text covering B-H and J of the Uniform Contract Format

Drawings

DFARS 204 for CLIN structure

Information about dollar amount, acquisition method, item characteristics

Automated systems – SPS, PADDS, SAACONS, APADE, ITIMP, MADES, SAMMS, DPACS, Conwrite

Internal formats

Internal tracking number

EDI 840

FAR 14 (Uniform Contract Format)

FAR 15 (Uniform Contract Format)

***Related process(es) or external interfaces***

Output from 2.2, Develop procurement plan

Input to 3.1, Issue solicitation

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**Procurement plan**

Provides information about the way the procurement(s) is to be conducted including procurement method and contract type

***Examples***

Acquisition plan

J&A

Acquisition strategy

Method D&F

Acquisition method code

***Related process(es) or external interfaces***

Output from 2.2, Develop procurement plan

Input to 3.1, Issue solicitation

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**Progress pay master**

Provides information about progress payments for a given contract (electronic document in MOCAS planned for SPS)

***Examples***

Electronic record in MOCAS planned for SPS

***Related process(es) or external interfaces***

Output from 4.2, Approve payment

Input to 5.3, Pay vendor

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**Project directive**

Provides information about the management structure of the procurement including management authority and authorized budget

***Examples***

Program management directive

Structured text

***Related process(es) or external interfaces***

From program executive

Input to 1.1, Describe requirement

Input to 5.1, Establish lines of account

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**Public voucher**

This section provides information on the  
awardee's request for remuneration for costs  
incurred

***Examples***

SF 1034 - "Public voucher for purchases  
and services other than personal"

SF 1035 - "Public voucher for purchases  
and services other than personal  
continuation sheet"

***Related process(es) or external interfaces***

From awardee

Input to 4.2, Approve payment

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**Receipt**

Provides information about goods or services delivered to the activity specified in the contract

***Examples***

DD250

Contractor Bill of Lading

SF1449

Text/commercial documents -- Notice of completion report, Commercial shipping document, USPS forms

DD1155

DD1125

MILSTRIP/STRAP

***Related process(es) or external interfaces***

From receiving activity

Input to 4.1, Monitor procurement instrument performance

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**Request for funds reservation**

Provides information about the source and estimated amount of funds required to execute a pending contract action

***Examples***

Obligation authority

Key strokes on screens

MIPR

DD1262 (Procurement Work Directive -

NAVMAT (Financial data addendum form

Army)

- Navy)

AF9

1348-6 part

***Related process(es) or external interfaces***

Output from 1.3, Provide funding

Input to 5.2, Update funds status

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**Request for pre-award survey**

Provides information about the contracting officer's need for information in order to validate the vendor's capability to perform a proposed contract

***Examples***

SF1403 (Request for PAS) - currently a Word Processing document in SPS but being developed as data driven form

***Related process(es) or external interfaces***

Output from 3.3, Evaluate responses  
To Contract Administration Office

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**Requirement**

Provides information about the need for a product or service which must be obtained from industry

***Examples***

“Bullets, beans, black oil, and boats”  
Operational requirements document  
DLMS 511

Inventory requirement triggers  
MILS formats - A01, A05 exception data,  
A0A, A0E

***Related process(es) or external interfaces***

From end user  
Input to 1.1, Describe requirement  
Input to 1.3, Provide funding  
Input to 2.1, Conduct industry research

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**Requirement description**

Provides information about what is desired, where it is needed, when it is needed, and how it is to be delivered and accepted

***Examples***

HW/SW/Service deliverable

Inspection/acceptance requirements

Contract data requirements

Packaging/marketing requirements

Delivery/destination schedule

***Related process(es) or external interfaces***

Output from 1.1, Describe requirement

Input to 1.2, Identify special requirements

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**Solicitation**

Provides information about a business need of the Requiring Office (includes proposed contract structure, proposal requirements, and criteria of award)

***Examples***

SF18

**Systems:**

SF1447

DPACS (SF18/33)

SF26

APADE (SF18/26)

SF33

ITIMP (SF18/26)

DD1423

DISA COPS (RFQ)

Letter solicitation

PACE (DLA)

DPACS - Oral solicitation

SACONS

EDI 840

SAACONS

FAR 53.01 - 1449

PADDS

DD1716

BCAS

DD1664

MADES

FAR 53.01 - 1449

AFMC SUITE

***Related process(es) or external interfaces***

Output from 3.1, Issue solicitation

Input to 3.2, Communicate with industry

To potential vendors

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**Source selection plan**

Provides information about the process to be used in evaluating offers including the composition of the evaluation team

\*\* Document is saved as information, rather than data and used only until time of award or protest

***Examples***

Specific forms used (usual areas covered include technical, management, price, and past performance)  
Structured text

DPACS word processing document (procurement system)

***Related process(es) or external interfaces***

Output from 3.1, Issue solicitation

Input to 3.2, Communicate with industry

Input to 3.3, Evaluate responses

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**Specifications**

Provides information about the technical characteristics of the desired product or service

***Examples***

JEDMICS

Brand names (specific make or model)

MIL Specification

Catalog descriptions

Performance Specification

Technical qualifications

JCALS-TM

Skill level

Service ICP systems

DLSC/FLIS

Specifications in unstructured text

***Related process(es) or external interfaces***

From Requiring Office

Input to 1.1, Describe requirement

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**Status of funds**

Provides information about the amount of funds in the stages of commitment, obligation, payable, expended, and available balance

***Examples***

Summary report of information (often a screen display)

Reports summary for each contract

Report (on web)

Unobligated commitments, unliquidated obligation report (information for individual awards)

Ad-hoc inquiry

48 report

***Related process(es) or external interfaces***

Output from 1.3, Provide funding

Input to 5.2, Update funds status

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**Vendor response**

Provides information about a bidder's proposal or offer submitted in response to a government solicitation (includes information on the bidder's price, delivery, technical ability, and method of meeting the business need)

***Examples***

Proposal	SF26
Quotations	SF18
Offers	SF33
Counter-offers	SF1449
Bid	EDI 843 transaction
Letter quote/offer	May include SF1411 contract pricing
SF1412 (or new number)	proposal cover sheet
Cost and pricing data in supplier peculiar	EDI 805
formats/spreadsheets	EDI 251
DD1685	SF1447
DD1692	SF1448

***Related process(es) or external interfaces***

From potential vendors  
Input to 3.3, Evaluate responses